**Company Travel Expense Policy**

**1. Purpose**

This policy outlines the guidelines for business travel and related expense reimbursements. It ensures employees incur reasonable and necessary travel-related expenses while conducting official company business, and that such expenses are reimbursed in a fair, consistent, and timely manner.

**2. Scope**

This policy applies to all employees, contractors, and consultants who travel for company-approved business purposes.

**3. General Guidelines**

* All travel must be pre-approved by the employee's direct manager or designated approver.
* Employees are expected to exercise good judgment and spend company funds responsibly.
* Only reasonable, necessary, and business-related expenses will be reimbursed.

**4. Covered Expenses**

The following categories are generally eligible for reimbursement:

**a. Transportation**

* **Airfare:** Economy class unless otherwise approved.
* **Ground Transportation:** Taxis, ride-sharing, public transportation, and car rentals when appropriate.
* **Personal Vehicle Use:** Reimbursed at the current standard mileage rate set by [insert governing body, e.g., IRS, HMRC].

**b. Lodging**

* Reasonable accommodations near the business destination.
* Luxury hotels and resort stays are not reimbursable unless approved in advance.

**c. Meals**

* Daily meal expenses during travel are reimbursed up to the allowable per diem rate or actual cost (with itemized receipts).
* Alcoholic beverages will not be reimbursed unless for approved client entertainment.

**d. Incidental Expenses**

* Internet charges, parking, tolls, and business-related phone calls may be reimbursed.
* Personal expenses (e.g., entertainment, laundry, mini-bar) are not covered.

**5. Non-Reimbursable Expenses**

* Personal travel expenses unrelated to business activities
* Travel upgrades (e.g., business class, premium seating) unless pre-approved
* Fines (e.g., parking or traffic tickets)
* In-room movies, personal phone calls, or entertainment

**6. Booking & Payment Procedures**

* Employees should use the company’s preferred travel booking platform, if applicable.
* Corporate credit cards should be used where issued.
* Itemized receipts are required for all expenses over [insert amount, e.g., $25].

**7. Reimbursement Process**

* Submit expense reports within [insert number] days of return from travel.
* Include all required documentation, including receipts and travel approval.
* Reimbursements will be processed within [insert number] business days of approval.

**8. Policy Violations**

Non-compliance with this policy may result in delayed reimbursement or denial of claims. Repeated violations may lead to disciplinary action.